



BUILDING PROJECT CHECKLIST

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING

976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

If you are planning on developing your property, adding onto any existing structures, constructing a new building or performing any on site grading, it is important for you to look into the history of your property as well as ask questions relating to applicable regulations that may apply to your proposed project. To assist you with asking the right questions we recommend that you review the following project checklist and contact the applicable counters/divisions. For each item below showing this symbol-(\$\$) you need to ask the specific permit costs for that item.

Planning Counter: - Is the Use allowed?

- ☐ Allowable Use? Legal Lot? Existing non conforming use? Land Use Permit - L.U.P., C.U.P., M.U.P, SUB. Req'd \$\$?
- ☐ Development Standards?- L.U.P., C.U.P., M.U.P. History? Are they current or expired \$\$?
- ☐ Slope issues-Coastal >20-30%=MUP, >30%=Variance
- ☐ Conform to current Setbacks? Cal Fire 30' setback? Adjusted by Cal-Fire to what minimum?
- ☐ Allocation \$\$? Vested Tract? Conditions of Approval for Tract or Subdivision? Height limitations?
- ☐ Coastal \$\$, Sensitive species \$\$, Williamson Act, Height Limits? Gross Sq. Ft. limits? Airport Easements?
- ☐ Sensitive Resource Area \$\$, Geologic Study Area – Landslide, Liquefaction? Geologist required \$\$?
- ☐ Secondary Unit Access and Road Issues – Paved road to sec. dwelling? Recordation; (2nd D.U., Offer of Ded.)?
- ☐ Environmental Review \$\$, Archaeology, Biology, Botanical, Grading > 10% slope requires env. rev.= major grading \$\$? Inclusionary Housing Fee required?
- ☐ State licensed architect or engineer is required to prepare the design for a commercial structure.

Research and Building Counter:

- ☐ History of Building Permits – E-Connect and Microfiche? Assessors' data sheet? Check PARCEL Tags/Notes?
- ☐ Expired Permits? As-built – work done without permits \$\$? Two permits required for Ag-Exempt to other use \$\$
- ☐ Code Enforcement Cases \$\$ or As- Built Issues? Cost of as-built = 3x normal w/ Real Time Billing \$\$
- ☐ Expired Applications for code enforcement cases? \$\$,
- ☐ Water issues? Well production & potability? CSD will serve letter \$\$? Shared well agreement?
- ☐ Septic issues? Distance to wells, streams, water table? Septic Verification Form, Perk rate? Slope-20% max.
- ☐ Los Osos Moratorium issues, Water Conservation issues (Nipomo and L.O.) Sewer will server letter \$\$?
- ☐ Grading issues \$\$? Previous grading without permit? Ag road to driveway permit? SWPPP/NPDES required \$\$?
- ☐ Soils Report? Cut/fill pad? Cubic yards of grading required on applications . Major or Minor grading?
- ☐ New Permit Fees? Application/fees per structure? Plan Check \$\$ Inspection \$\$, Public Facility/Mitigation Fees \$\$, Addressing \$\$
- ☐ Occupancy/Use group? Type of Construction?
- ☐ Disabled Accessibility: To public street? Bldg to bldg? To Restrooms and # of restrooms?
- ☐ State licensed architect or engineer required for non-conventional construction or commercial structure?
- ☐ Fire Zone? Wildland Urban Interface reqmnts on plans?

Public Works Counter:

- ☐ Drainage Review? Flood Hazard Area \$\$?, flood vents, finish floor elevation? Retention/Detention Basins?
- ☐ Curb, Gutter and Sidewalk issues \$\$- will your project trigger requirements? Traffic Study required?
- ☐ Encroachment issues? \$\$ driveways, utilities, road improvements, Record offer of dedication etc
- ☐ Road Improvement Fee Area? \$\$ Avila, North Coast, Cambria, South Bay (Los Osos), South County (Nipomo), San Miguel, SLO Fringe, Templeton
- ☐ Cal Trans permit required \$\$?
- ☐ Waste Recycling requirements \$\$?

Local Fire Jurisdiction: – Cal Fire or Templeton FD, Cambria FD, Cayucos FD, Oceano FD, San Miguel FD, Santa Margarita FD

- ☐ Sprinklers required? (>1000 sq. ft.) W.U.I. reqmnts?
- ☐ Fire Plan required \$\$? Setback Adjustment?
- ☐ Fire pump and storage tank or water line size for sprinkler systems (CSD) issues – enough water to fight a fire?
- ☐ Fire Hydrant required? Spacing? Location?
- ☐ Access issues. Can they get to it? Road paving required?(>12% slope) Do you need a second access road?

Other Agencies:

- ☐ Architectural Review Committee or Home Owners Association approval? Other City Jurisdiction review?
- ☐ School District Fees Due \$\$?
- ☐ Community Service District - water and sewer will serve letters \$\$? Roads \$\$? Holds/Conditions? Grease Trap?
- ☐ Health Department - Public pools, lead removal (demos), wells, restaurants, Hazardous Materials, cross connection?
- ☐ Regional Water Quality Control Board - discharge permit required (>2500gpd)? SWPPP/NPDES required \$\$?
- ☐ Air Pollution Control District - Spray booth? Asbestos (T.I.'s or demos)? Residential- only EPA-II fireplace, grading-serpentine?
- ☐ Fish and Game Permit \$\$ if grading on or near any creeks, waterways on your property?
- ☐ Corps of Engineers Permit \$\$ if building near wetlands or national waterways?
- ☐ Ag Commissioner Issues? Resource Conservation District grading issues?
- ☐ County Parks or General Services issues?